STUDENT & FAMILY HANDBOOK

2025-2026

La Jara Elementary School

North Conejos School District RE-1-J

Success-**O**wnership-**A**chieve-**R**elationships

TOGETHER WE SOAR

La Jara Elementary

North Conejos School District RE-1-J

214 Poplar Street
PO BOX 470
La Jara, CO 81140

719-274-5791
northconejos.com

School Week: Monday - Thursday
School Hours: 7:50 AM - 4:00 PM

Principal: Michelle Woodward
Secretary: Cindy Wilson
Counselor: Stephanie Shawcroft

“Together We Soar”

Welcome, La Jara Elementary

Quality education takes everyone's dedication - teachers, staff, and community.

Welcome to a new school year at La Jara Elementary! I am honored to serve as your principal and excited to partner with you to make this year full of growth, learning, and memorable experiences for every student. At our school, we believe in fostering a safe, supportive, and joyful environment where each child is valued, challenged, and encouraged to grow academically, socially, and emotionally while reaching their full potential.

We believe that strong family partnerships are essential to student success. You can support your child by encouraging regular and on-time attendance, checking backpacks, folders, and planners each day, and maintaining open communication with their teachers. When questions or concerns arise, we encourage you to reach out directly to the school so we can work together in a respectful, solution-oriented way. Modeling a positive and supportive attitude about school helps children feel confident, connected, and ready to learn.

This handbook is designed to provide you with important information about our school policies, expectations, and procedures. I encourage you to review it with your child and reach out with any questions.

We are proud of our dedicated staff, strong community partnerships, and our shared commitment to high expectations and kindness in all we do. I look forward to an amazing year filled with meaningful learning, strong relationships, and continued growth for every student.

Thank you for your support and for being an important part of our school family!

Together We Soar!

Warmly,

Michelle Woodward

La Jara Elementary
Principal

OUR SHARED BELIEFS

District Mission
At North Conejos School District. we provide a safe, nurturing learning environment where diversity is celebrated, mutual respect among adults and children is practiced, and where schools and communities are valued partners in creating the foundation for lifelong learning.

LJE School Vision
At La Jara Elementary, we believe in strong character, high expectations, and a caring environment where students thrive. Through strong relationships, individualized support, and a joyful culture, we ensure every child feels valued and inspired to grow and achieve to their fullest potential.

School Core Values:

1. **High Expectations**: We believe all students can grow and achieve when challenged and supported.
2. **Kindness & Caring**: We foster a joyful, welcoming environment where everyone feels safe, respected, and excited to learn.
3. **Individuality**: We honor each child's unique strengths and needs by providing differentiated support to help every learner thrive.
4. **Relationships**: We build strong, trusting connections that create a sense of belonging and deepen learning.
5. **Character**: We cultivate strong character to help students grow into respectful, compassionate citizens. (respect, responsibility, gratitude, empathy, perseverance, honesty, cooperation, courage, creativity)
6. **Family & Community Partnership**: We work together with families and our community to support each child's success.
7. **Joyful Learning**: We believe learning should be fun, engaging, and growth-centered to inspire a love of learning that lasts a lifetime.

GENERAL INFORMATION

ADMISSION REQUIREMENT
Children may enter kindergarten if they are 5 years old before July 1st.

All student registrations will be done online on the North Conejos School District website. All new pupils entering the school system will be required to present a birth certificate, evidence of required immunizations, and proof of residency to the office and meet with the principal before school starts.

SCHOOL HOURS
District-Wide School Hours are 7:50 am - 4:00 pm, Monday-Thursday.

School office hours are 7:20 AM-4:15 PM. If you need to contact the school before or after these hours, you may call (719) 274-5791 and leave a message. Someone will return your call during normal business hours.

VISITING SCHOOL

All visitors must check in at the front office upon arrival. A valid ID will be required, and a visitor tag will be issued. This tag must be worn at all times while on school grounds. Anyone not wearing a visitor tag will be escorted to the office to complete the proper check-in process. These steps are strictly enforced to maintain a secure and welcoming environment for all.

We value parents and guardians as important partners in their child's education, and we welcome you to visit your child's classroom. However, we ask that you please contact the teacher at least one day in advance to schedule your visit. This helps us minimize disruptions and ensure your visit supports learning. For safety and consistency, siblings and other non-enrolled children may not attend classroom visits unless special arrangements have been approved by both the teacher and principal.

While we appreciate family interest in our school, student visitors, including friends or relatives, are not permitted during the school day, as they can cause unintended disruptions to learning. The only exception is for approved educational presenters invited by a teacher and authorized by the principal.

STUDENT ARRIVAL AND DEPARTURE PROCEDURES

Student safety is our top priority. Supervision begins at 7:20 AM, and students should not be dropped off before that time, regardless of weather conditions. The Northwest office doors (by the office) will remain locked. A duty teacher will be on the playground at 7:20 AM to supervise students as they enter through the South playground doors and proceed to breakfast in the cafeteria (served from 7:20–7:45 AM). After eating breakfast, students may return to the playground until the 7:50 AM bell. All students must be in their classrooms by 7:55 AM to avoid being marked tardy.

At dismissal (4:00 PM), students who walk home should leave promptly. Students being picked up must be picked up by 4:15 PM, as staff supervision ends at that time or when the last bus departs.

Students arriving or leaving by bus must use the South playground/bus loading zone. Students walking or being dropped off by parents must use the Northwest one-way drop-off/pick-up zone and walk along the North side of the building to reach the playground. For safety, parents should never use the bus zone for drop-off or pick-up. La Jara Police may monitor the bus zone to ensure student safety.

INCLEMENT WEATHER

Unless there are extreme weather conditions (such as heavy rain, snow, or dangerously cold temperatures), students will remain outside before school, after school, and during recess. Please ensure your child comes to school dressed appropriately for the weather and prepared for changing conditions.

ATTENDANCE

Research shows there is a strong correlation between student achievement and regular attendance in school. Frequent absences can lead to poor work, inhibited social development, and academic failure. Regular school attendance is mandated and regulated by Colorado State Law.

We understand that children get sick and unexpected events happen. Our goal is to work with families to identify barriers and provide support when needed. If you are struggling with attendance or need assistance, please contact the school as soon as possible.

We ask families to make attendance a priority to support student achievement and growth. School attendance is the responsibility of the student and the parent(s)/guardian(s). It is important that students and parents/guardians understand that absences must be kept to a minimum and that habitual absenteeism may lead to referrals to the Department of Human Services and Truancy Court.

Students who arrive at school after 10:50 AM, or who leave school before 1:50 PM, will be considered ½ day absent.

EXCUSED ABSENCES

- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school on a pre-arranged or post-absence basis. **The school must be notified within 24 hours of the absence of the reason for absence or the absence will be marked as unexcused.**
- Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
- A student who is absent for an extended period due to physical, mental, or emotional disability, when proven by a valid medical source.
- A student who is attending any school supervised work study program, school-sponsored activity, or activities of an educational nature, with advance approval by the administration.
- Excessive excused absences could result in attendance mandates listed under the “Unexcused Absences” section. Cases will be considered on an individual basis by the building principal with teacher consultation. The district may require suitable proof regarding the above exceptions, including written statements from medical sources.

UNEXCUSED ABSENCES

- An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student’s record and not updated or changed after 24 hours.
- Attendance is important in order for your child to succeed at school. The following process will be followed when initiating attendance mandates that are excessive:
- A **"habitual truant"** shall be defined as a student of compulsory attendance age who has **4 total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year.** Nothing herein will require the principal or designee to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and his or her parents/guardians to compel the student's attendance in accordance with state law.
- If a student is absent, it is <u>his/her responsibility to get any homework assigned by teachers</u>.

ATTENDANCE PROCEDURES

Steps	# of Absences	Consequences
1	3 days (excused or unexcused)	-Teacher checks in with student and contacts family if needed. -Attendance file started on student
2	5 Days (excused or unexcused)	MODERATE CONCERN -Attendance letter mailed to student’s home -Student will meet with admin or counselor -MTSS /RTI will begin
3	7 Days (excused or unexcused)	HIGH CONCERN -Attendance letter mailed home -Attendance improvement plan will be created -Parent conference required to discuss restorative efforts and create attendance plan
4	10 Days (excused or unexcused)	CRITICAL CONCERN -Attendance contract will be created -Parents and principal will meet to sign an attendance contract discuss restorative efforts
5	11+ Days (excused or unexcused)	URGENT MATTER -The school will send the student’s attendance to the truancy officer to determine the best course of action for the student. Possible courses of action may include court action, restorative efforts, home visits from school partners.

Students with excused tardies may be put on an attendance plan.

Attendance Contract Conditions

1. Any further absences must be accompanied by a doctor's note stating the doctor saw the student, and that he/she cannot attend school that day.
    a. Or, the student may visit the school nurse to determine the severity of the illness and whether attendance is possible.
    b. Absences without a note will be considered "unexcused."
2. Family emergencies may be excused but must be verified in writing.
3. If the absence is the result of a court appearance, the school must receive documentation of the court order requiring that the student attend.
4. Failure to comply with these conditions may result in truancy proceedings.

MAKE-UP WORK

Make-up work shall be provided for any excused absence unless otherwise determined by the building administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he/she returns to school. Make-up work for upcoming school days will be at the teacher's discretion and may require the work to be obtained at the end of the student's extended absence. Teachers will not compile make-up work during instructional time.

Students shall be allowed one day for make-up work for each excused day of absence. In order for students to make up assignments for excused absences, parents/guardians must call or send a note within 24 hours of their absence.

TARDY PROTOCOL

Tardiness is defined as the appearance of a student without a proper excuse after the scheduled time that a class begins. All students arriving after 7:55 AM must be signed in at the office by a parent or guardian. Students on a late bus will be excused, and extenuating or emergency circumstances may be considered by the building principal.

Being on time and present for the full school day is critical to a student's academic success. Tardiness disrupts the educational process not only for the student who is late but also for the entire class.

Habitual tardiness will not be tolerated. Students who are repeatedly late or leave early without valid reasons may face disciplinary consequences. Action will be taken by the building principal and may include, but is not limited to: loss of recess time, lunchtime detention, before or after school detention, and in-school or out-of-school suspension. Students with 10 or more tardies may be placed on an attendance plan.

We ask for your support in ensuring students arrive on time and stay for the full school day to maximize their learning opportunities.

DISMISSING STUDENTS FROM SCHOOL

Bell-to-bell learning is essential to student success. Students who leave early often miss critical end-of-day instruction, announcements, and routines. To ensure consistent learning and minimize disruption, we ask that students remain in school until the 4:00 PM dismissal bell.

If a student needs to leave early, a parent, guardian, sibling, or other individual listed in the student's Infinite Campus account must come into the building to sign them out. For safety reasons, students will not be released to meet anyone in the parking lot or outside the building.

If someone not listed in Infinite Campus is requesting to pick up a student, the school must receive a phone call or a signed note from the parent or guardian giving permission to release the student to that individual. Please review your child's Infinite Campus account regularly to ensure all emergency contacts and approved pick-up individuals are accurate and up to date. If changes are needed during the year, contact the school office to update your information.

Students may not remain in the building after 4:00 PM unless they are participating in a supervised school activity or special arrangements have been made. Parents should pick up their child promptly at dismissal.

COMMUNICATION

Strong communication between home and school is essential to student success. We encourage parents and guardians to stay actively involved and informed throughout the year. Regular updates, open communication, and collaboration help create a supportive learning environment for all students.

SCHOOL STATUS CONNECT

North Conejos School District uses **School Status Connect** to keep families informed and engaged. This system allows us to send important updates, reminders, emergency alerts, and school news directly to parents and guardians through phone calls, text messages, and emails. It is essential that families are signed up and receiving notifications to stay informed about their child's education and any urgent announcements. Please make sure your contact information is current and that you are receiving messages through at least one method—preferably all three. Staying connected helps ensure you don't miss important information throughout the school year.

MONTHLY NEWSLETTERS

Our monthly newsletters are an important way to keep families informed about upcoming events, school news, classroom highlights, and ways to stay involved. We encourage all parents to read each edition carefully, as it contains valuable information to support your child's success and stay connected to our school community.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year to discuss student progress and specific needs. However, teachers and parents/guardians may request conferences at any time throughout the year. We encourage all parents and guardians to participate, as you are valued partners in your child's education. If you have questions or concerns, please don't hesitate to reach out to your child's teacher to schedule a conference. Open communication helps us work together to support your child's success.

TELEPHONE USE AND DELIVERED MESSAGES

Students are only permitted to use the school phone for illness or emergency use and must have permission from their teacher. To minimize classroom disruptions, students will not be called out of class to receive phone calls. Please help your child memorize your contact number.

If a parent or guardian needs to communicate a **change in how their child will go home**, **please contact the office before 3:00 PM** to ensure there is enough time to get the message to the student before dismissal.

For non-urgent messages, we will do our best to deliver them when time allows. However, please understand that during a busy school day, we may not always be able to guarantee delivery. Your support in limiting messages to emergencies or important updates helps us keep the focus on learning.

SCHOOL CANCELLATIONS

In the event of a school closure or delay due to weather or emergencies, families will be notified first through School Status Connect and/or the district's Facebook page. The superintendent may call for a delayed start and will provide information about updated bus routes and school start times. Breakfast will not be served on delayed start days.

PARENT/GUARDIAN CONCERNS

Please use the following chain of command for resolving concerns:

1. Schedule a conference with the classroom teacher
2. Schedule a conference with the teacher and principal
3. Schedule a conference with the principal
4. Schedule a conference with the superintendent

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued at the end of each quarter, (4 times a year) and progress reports are issued midway through each quarter. First-Fifth grade student grades are entered in Infinite Campus and can be accessed at all times. Kindergarten has standard-based report cards and does not receive numerical or letter grades. (More information under Instruction)

INSTRUCTION

We are committed to providing a supportive and challenging learning environment where every child can thrive. Our instruction is guided by the Colorado Academic Standards and driven by assessment data to meet individual needs through meaningful differentiation. We value strong relationships, celebrate success, and create a positive, caring culture where students thrive. Parents play an essential role in this process and are encouraged to check Infinite Campus regularly, monitor student work, and communicate with teachers to stay informed and connected to their child's learning.

GRADING SCALE

Grading Scale for 1st - 2nd Grade		Grading Scale for 3rd-5th Grade	
+	90-100%	A	90-100%
S+	80-89%	B	80-89%
S	70-79%	C	70-79%
S-	60-69%	D	60-69%
U	0-59%	F	0-59%

Kindergarten uses a standard-based report card and does not use numerical or letter grades.

PHYSICAL EDUCATION, LIBRARY & COMPUTERS, AND MUSIC GRADES

Special classes (such as PE, Music, Technology, and Art) use a specific grading scale designed for those subject areas. If families have questions about how grades are determined, they are encouraged to reach out directly to the specials teachers. Please note that attendance and active participation play a major role in student success and are heavily weighted in the overall grade. Students will be allowed to make up any written assignments that they might miss. It is the student's responsibility to obtain missing assignments.

INTERVENTION

We use a Multi-Tiered System of Supports (MTSS) to identify and meet individual student needs. Through the Response to Intervention (RTI) process, students receive targeted academic and behavioral support based on data, progress monitoring, and team collaboration. As a Title I school, we also provide additional support in reading to eligible students. These services are designed to close learning gaps and reinforce classroom instruction. Our staff works closely with families to ensure students receive the support they need to grow and achieve.

COLORADO READ ACT

We follow the Colorado READ Act (Reading to Ensure Academic Development) to ensure that all students are reading at grade level by the end of third grade. This state law requires schools to regularly assess students in grades K–3 to monitor their reading progress.

If a student is identified as having a significant reading deficiency, a READ Plan will be developed in partnership with parents. This plan outlines targeted instruction, interventions, and progress monitoring to support the student's reading growth. Our goal is to provide the right support at the right time so that every child becomes a confident, capable reader.

GIFTED EDUCATION PROGRAM

The North Conejos School District is committed to recognizing the unique talents, gifts, and abilities of the student population. We are committed to providing an environment that maximizes the intellectual development of each student. Our goal is to recognize student potential, identify student needs, and align instructional programming. We will do this by:

- Assisting students in becoming self-directed learners
- Providing students with a curriculum that has advanced content
- Providing opportunities for students to work in interest areas
- Encouraging students to develop their talents and abilities

To learn more about specific programs and opportunities, please contact the school.

ASSESSMENTS

We use a variety of assessments to guide instruction, monitor progress, and meet the individual needs of our students. Regular assessments help teachers make informed decisions about what students need to succeed.

Students in grades K–5 participate in DIBELS 8th Edition assessments to monitor reading skills. STAR Reading and STAR Math are given regularly in grades 1–5 to track growth and identify areas for support. Kindergarten students take the STAR Early Literacy and math assessments to measure early reading and math development. In addition, ongoing classroom assessments are used to check understanding, provide feedback, and adjust instruction as needed.

In the spring, students in grades 3–5 participate in the Colorado Measures of Academic Success (CMAS), the state's standardized assessment in English Language Arts, Math, and Science (grade 5 only). These assessments provide important information on student achievement and help guide school improvement efforts.

BEHAVIORAL SUPPORT AND STUDENT CONDUCT

We believe every student has the right to a safe and supportive learning environment. Our goal is for all students to feel a strong sense of belonging, build positive relationships, and grow academically, socially, and emotionally. We promote a culture of kindness and high expectations, recognizing positive behavior and providing consistent support when needed. Together with families, we help students develop the skills to thrive in school and beyond.

COUNSELING

Students who may benefit from counseling can be referred to the school counselor by staff or at the request of a parent. Students are also welcome to meet with the counselor to discuss concerns, ask questions, or share personal successes. To participate in school counseling services, a signed parent permission form is required each year.

School counseling is not a substitute for behavioral health services. It focuses on supporting students' social-emotional development, problem-solving, and school success. When needed, the school counselor can help families connect with an outside behavioral health provider for more support.

DISCIPLINE

Administration has the responsibility to enforce the discipline code and policies of North Conejos School District and apply appropriate consequences as deemed necessary for the infraction. Parents/guardians of students are expected to support the school's efforts to maintain a safe environment that is conducive to learning for all. Students are responsible for their actions as well as their learning. These basic rules are expected to be followed in school and at all school-sponsored activities. Please refer to the Discipline Matrix, which outlines the Code of Conduct, Behavior Guidelines, and responses.

PROGRESSIVE DISCIPLINE

Understanding discipline as a "teachable moment" is fundamental to a positive approach to discipline. Progressive discipline uses incremental interventions to address inappropriate behavior with the ultimate goal of teaching pro-social behavior. Progressive discipline seeks concurrent accountability and behavior change.

The goal of progressive discipline is the prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Understand the impact their behaviors have on others
- Take responsibility for their actions
- Be given the opportunity to learn pro-social strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior recurs

PROGRESSIVE DISCIPLINE MATRIX

LEVEL 1

Teacher Managed Behaviors

Minor misbehaviors that disrupt learning or school routines.

- Minor classroom disruptions
- Running in hallways
- Inappropriate language/gestures (not directed)
- Off-task behavior
- Not keeping hands to self (non-aggressive)
- Violating lunchroom/recess expectations
- Unprepared for class
- Not following directions
- Inappropriate use of technology (on wrong site)
- Chewing gum, food/drinks in class
- Sleeping in class
- Possession of prohibited items (toys, phone)

POSSIBLE CONSEQUENCES

(Handled by the Classroom Teacher)

- Reteach behavior expectations
- Non-verbal/verbal redirection
- Proximity or seat change
- Minor loss of classroom privilege (sit apart briefly/last in line)
- Parent contact (note/text/phone)
- Brief reflection time (walking at recess)
- Visual behavior chart/check-in
- Classroom reflection sheet/ Classroom-based interventions
- Teacher created restorative task (apology-verbal/written, clean up mess, etc)

* These prohibited items will be confiscated, and student must retrieve them from an administrator, after second offense parent/guardian must come to school

LEVEL 2

Teacher - Parent Managed

More serious or repeated behavior that disrupts learning or shows disregard for school expectations.

- Repeated level one behaviors
- Disrespect toward staff/peers
- Direct defiance (refusal to work, lying, cheating)
- Arguing
- Throwing items
- Intentional disruptions
- Inappropriate language/gestures directed at others
- Dishonesty (lying, cheating)
- Inappropriate use of technology
- Inappropriate physical contact
- Rough play

POSSIBLE CONSEQUENCES

(Handled by classroom teacher: with the support of parents, principal and school counselor as needed)

- Parent meeting/call with teacher and student
- Restorative conversation including principal/counselor)
- Behavior reflection
- Buddy Classroom/Cool down time
- Loss of multiple privileges
- Time-out or loss of privileges
- Restitution / Restorative task
- Behavior contract
- School counseling Referral
- Detention
- In/out of school suspension

LEVEL 3

Office Managed

Significant misconduct that affects safety, damages property, or seriously disrupts learning.

- Repeated level one/two behaviors
- Harassment
- Intimidation
- Physical aggression (hitting, kicking, etc)
- Property damage
- Threats
- Stealing
- Lying about serious incidents
- Bullying behavior
- Major disruptive behavior
- Blatant disrespect
- Defacing school property

POSSIBLE CONSEQUENCES

(Parent Meeting: Office Referral)

- Immediate removal from setting
- Parent meeting with principal
- Restorative conversations with principal and/or counselor and/or school resource officer
- Behavior reflection
- Restitution
- Referral to MTSS
- School counseling referral
- Behavior contract/plan
- Safety plan
- Detention
- In/out of school suspension

LEVEL 4

Office Managed

Major behavior incidents that pose safety risk or involve illegal/dangerous behavior.

- Repeated level 3 behaviors
- Physical fights
- Extreme aggression
- Habitual disruptive behaviors
- Possession/use/distribution of tobacco, alcohol, drugs
- Associating with or advocating with gang activity
- Assault (as defined by law)
- Robbery (as defined by law)
- Serious theft
- Extortion
- Willful, deliberate, malicious destruction of school property
- Possession of deadly/dangerous weapon or incendiary device (firewords, pellet/BB gun, airsoft/paintball guns, facsimile guns, pepper spray, knives, etc)
- Violation of district regulation
- Violation of criminal law

POSSIBLE CONSEQUENCES

(Immediate Removal-Administrative Action)

- Immediate removal from setting and directed to principal for administrative follow up
- Out of school suspension
- District level support team involvement
- MTSS Referral/follow-up
- Behavior improvement plan
- Behavior contract/plan
- Behavioral Health referral
- Safety plan
- Potential law enforcement involvement
- Due to state law, further action including expulsion and law enforcement notification may be taken.

Parents may be asked to participate in an effective parenting program and/or student CRP restorative program (at parent expense). In extreme or repeated cases, expulsion may be considered in ligament with state law.

**Please note that while this matrix provides a general framework for addressing student behavior, consequences may vary at the discretion of the classroom teacher and/or principal. It is not possible to anticipate every possible behavior; therefore, the principal will make final decisions as needed to ensure a safe and productive learning environment. The principal has the authority to modify or determine consequences.*

**See "Grounds for Suspension and Expulsion for more detailed Level 4 List*

S.O.A.R. Principles

Success = Being Respectful
Ownership = Being Responsible
Achieve = Doing Your Best Safely
Relationships = Building Respectful, Supportive Connections

SOAR Parent Principles	
Success	-Speak positively about school and staff -Attend school events and celebrate student effort -Use respectful communication with all school members -Encourage a growth mindset and value learning at home
Ownership	-Ensure children arrive on time and ready to learn -Support homework, reading, and routines at home -Attend parent-teacher meetings and stay informed -Take responsibility for following school guidelines
Achieve	-Promote safe behaviors (drop-off, bus, walking) -Create a home environment that supports study and rest -Encourage students to try new things and persevere -Follow safety protocols when volunteering or visiting
Relationships	-Build positive partnerships with teachers -Greet staff and other families respectfully -Participate in school activities and programs -Model kindness, empathy, and support at home and school

La Jara Elementary Behavior Matrix

	Success (Respectful)	**Ownership** (Responsible)	**Achieve** (Safe)	**Relationships** (Respectful)
Hallways	-0 voice -Silent hellos -Keep yourself to yourself -Honor personal space -Use your manners	-Go straight to your destination -Keep your backpack and coat hanging neatly	-Walking feet -Walk on the right side -Walk in a single file line -Keep yourself to yourself -Eyes forward -Maintain body control	-Smile and greet others respectfully
Stairs	-0 voices -Silent hellos -Keep yourself to yourself -Honor personal space -Quiet feet -Use your manners	-Go straight to your destination -Keep control of your belongings	-Walking feet -Walk-one step at a time -Walk on the right side -Walk in a single file line -Hold the railing -Keep yourself to yourself -Eyes forward -Maintain body control	-Smile and greet others respectfully -Wait your turn and be patient with others
Drinking Fountains	-Level 0 voices -Wait your turn -Keep the water in your mouth -Use your manners	-Quick 1,2,3 drink -Return to class quickly	-Keep yourself to yourself -Keep water in the fountain -Clean up messes	-Wait your turn and be patient with others
Bathroom	-0 Voice -Silent hellos -Respect privacy of others -Put trash in the trash can -Keep the bathrooms clean -Use your manners	-Take care of business and leave -Flush the toilet -Report problems to an adult -Use toilet paper, soap, paper towels, and hand dryers appropriately	-Wash your hands with soap -Keep soap and water in the sink	-Report problems to an adult -Be considerate of others' needs
Cafeteria	-Use a level 2 voice -Use table manners (eat with your silverware, chew with your mouth closed, etc) -Use appropriate / positive language -Include others -Keep food in cafeteria	-Stay seated at your table -Raise your hand if you need something -Get your lunch supplies before you sit down -Clean up your area/floor	-Walking feet -Hold tray with 2 hands -Keep hands, feet, and food to yourself -Eat your own food	-Invite others to sit with you -Say please and thank you
Playground	-Level 1-4 voice -Follow the rules of the game -Take turns -Include everyone -Show sportsmanship -Use your manners	-Line up when the bell rings -Use playground equipment correctly -Keep playground clean -Put equipment back where you got it from	-Walk to and from the playground -Stay within the playground boundaries -Keep yourself to yourself -What's on the ground stays on the ground	-Use kind words -Try new games and encourage others
Bus	-Level 1-2 voice -Listen to the bus driver -Share seats -Use appropriate language -Use your manners	-Level 0 voice at railroad tracks -Keep the bus clean (pick up trash) -Leave toys and electronic devices at home -Keep your belongings in your backpack	-Stay seated on your pockets, feet on the ground in front of you, facing seat in front of you -Keep your body and belongings inside the bus -Report any incidents to the bus driver or a trusted adult	-Greet the driver and peers -Be kind to others
Roundabout & Crosswalk	-Level 0-4 Voice -Listen to the teacher on duty -Use appropriate language -Use your manners	-Keep your belongings in your backpack -Keep belongings off the road and ground	-Walking feet -Eyes alert -Wait in the designated area -Only cross with an adult -Look both ways -Tell the staff goodbye before you leave -Only go with your parent or trusted adult -Enter cars on the passenger side only -Buckle up promptly	-Be patient and courteous to others waiting -Greet staff and drivers respectfully and thank them

GROUNDS FOR SUSPENSION OR EXPULSION

The principal may suspend or recommend expulsion of a student who violates one or more of the following specific activities while in the school buildings, on school grounds, in school vehicles, or during a school sponsored activity.

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person, except in self-defense.
4. Commission of any acts, which is committed by an adult, would be robbery or assault as defined by state law. Suspension or expulsion shall be mandatory in accordance with state law.
5. Violation of a criminal law.
6. Violation of district or building regulations.
7. Violation of the district's policy on dangerous weapons in this school.
8. Violation of the district's alcohol use/drug use policy. Expulsion shall be mandatory for the sale of drugs or controlled substances, in accordance with state law.
9. Violation of the district's smoking and use of tobacco policy.
10. Throwing objects outside of supervised school activities that can cause bodily injury or damage property.
11. Directing profanity, vulgar language, or obscene gestures towards other students, school personnel, or visitors to the school.
12. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that may precipitate disruption of the school program or incite violence.
13. Engaging in the bowling of other students or staff members.
14. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat.
15. Buying or giving false information, either verbally or in writing, to a school employee.
16. Willfully violating the district's dress code policy
17. Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority.
19. Behavior on or off school property, which is detrimental to the welfare, safety, or morals of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.
21. Exposing or causing the exposure or accentuation of undergarments, genitalia, or other body parts of oneself to another normally or intended to be covered either by the individual or in accordance with North Conejos School District policy, including but not limited to, mooning, streaking, flashing, pulling down pants, or skirt flipping

TOBACCO, DRUGS, AND ALCOHOL

Liquor, narcotics, smoking, vape devices, and chewing tobacco are never allowed in the building, on school grounds, on the buses, or under the school's jurisdiction. This applies to all school sponsored activities as well as the regular school day. These items will be confiscated, and parents and law enforcement officials may be notified.

DANGEROUS WEAPONS

Carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. We practice a "zero tolerance" policy in regards to dangerous weapons. State law requires that expulsion shall be mandatory for any student in possession of a dangerous weapon on school grounds, school vehicles, or any school sponsored activity. Law defines "dangerous weapons" as any of the following:

- A firearm, whether loaded or unloaded, or a firearm facsimile that could be reasonably mistaken for an actual firearm.
- Any pellet or BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- Any knife with a fixed blade longer than 3 inches, or a folding blade longer than 3 ½ inches
- Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

BULLYING

North Conejos School District is committed to providing a safe and positive learning environment free from bullying. Bullying is *repeated and intentional* behavior by one or more students that is meant to hurt, intimidate, or control another student. According to NCSD-JIDE, bullying is any written or verbal expression, or physical or electronic act or gesture, or pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state law prohibits discrimination upon any of the bases described in section 22-32-109 (1) (11) (I).

Any student who believes they have been a victim of bullying and/or other behaviors prohibited by this policy, or who has witnessed such bullying and/or other prohibited behaviors, is strongly encouraged to immediately report it to a school administrator, counselor, or teacher. Bullying is reported in person or in writing to school staff. NCSD policy JICDE-E-1 contains a form to be completed by the bullying target, witness, or any person with information about an incident of bullying. Upon completion, this form should be turned in to an administrator, teacher, or any staff member with whom the complainant is comfortable. Reports may be made anonymously.

Prevention, intervention, and investigative procedures and information for bullying can be found in NCSD policies JICDE* and JICDE-E-2.

CYBERBULLYING

Cyberbullying is the willful and repeated use of cell phones, computers, and other electronic devices to harass and threaten others. Changes in Colorado law now expose "cyberbullying" to a misdemeanor charge that carries a possible fine of up to $750 and up to six months in jail. Cyberbullying is a criminal intent to alarm, annoy or harass; and it can be either direct or indirect. An online posting need not be sent directly to an individual victim to fall under the status. All possible threats will be turned over to the Conejos County Sheriff's Office for investigation. People should not do or say anything in the cyber world that they would not say or do in person.

Bullying is not tolerated in the school, on school grounds, in school vehicles, at a designated school bus stop, at school activities or sanctioned events.
Any student who engages in bullying behavior, retaliation against those reporting bullying, or knowingly makes false accusations of bullying, is subject to appropriate discipline, up to and including, but not limited to detention, suspension, expulsion, or referral to law enforcement.

SEXUAL HARASSMENT
Sexual harassment of any kind is strictly prohibited and will not be tolerated. This includes unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal, physical, or digital conduct of a sexual nature—such as sharing inappropriate pictures, videos, or messages via cell phones or other electronic devices. Harassment may occur between individuals of the same or different sex, regardless of whether the conduct is resisted or submitted to.

It is a violation of policy for any staff member to harass a student or for students to harass other students. Any student who believes they have been subjected to sexual harassment may file a formal complaint with the principal. If the principal is the alleged harasser, the complaint should be filed with the assistant superintendent. All reports will be handled confidentially to the fullest extent possible.

Sexual harassment may result in severe disciplinary action at the discretion of the building principal and may be referred to law enforcement. For more information, refer to **District Policy JBB***.

BUS CONDUCT
If you are a bus student or on a school sponsored trip, you are under the supervision of the bus driver according to the same regulations as those of the classroom teacher. Riding the bus is a privilege provided by North Conejos School District. Any student who fails to maintain appropriate conduct while waiting for the bus, riding the bus, or walking to/from bus stops may lose the riding privilege temporarily or permanently. Video cameras may be used on school vehicles transporting students to monitor behavior. Bus discipline will be handled on a case-by-case basis.

1. All passengers shall remain seated when the bus is in motion
2. Passengers shall not extend arms, legs, head, etc. out of bus windows
3. Passengers shall not talk to the driver while the bus in motion except in an emergency
4. Passengers shall not mark or deface the bus and its equipment. Damage to the bus, other than regular usage, will be paid for by the rider
5. Passengers will not tamper with emergency doors or windows or any part of the bus equipment.
6. Upon entering or departing the bus, students shall walk in front of the bus
7. Passengers shall exit the bus in an orderly fashion
8. Bus drivers may assign seats
9. Non-bus students who choose to ride the bus with a friend must present a note to the principal (or call the office) who will pass it on to the bus driver. Non-bus students must be registered with NCSD.

LUNCHROOM CONDUCT
Students are expected to practice proper manners while in the lunchroom at all times. Any inappropriate behavior will result in the student not being allowed to eat in the lunchroom and/or disciplinary procedures through the principal's office.

PLAYGROUND RULES

La Jara Elementary Playground Expectations			
Swings -One person on swing -On bottom -No jumping -Face forward -No underdogs	**Slides** -1 person at a time -Face forward -On bottom -Don't stand at the bottom -Only go down slides-Not Up	**Bars** -Don't stand on top -No kindergarten students	**Saucer** -Must be in 1st grade or older -3 people at a time -Do not push the saucer -Don't run with the saucer
Mushroom Spinner -Must be in 3rd grade or older -One at a time on each handle -Stand back -Wait your turn	**Rocket** -Kindergarten can only go with kindergarten -3 people at a time -Stand on both feet -Don't sit or hang from bar -No pushing-spin with your own body	**Other** -What's on the ground stays on the ground -2 hand touch football only -Stay in boundaries -Run to line up when the bell rings -Tag-only with a gentle touch -Kind words	**Field** -Use equipment correctly, don't climb on soccer goals -Bring balls back inside -2 hand touch football

SAFE 2 TELL

Students and parents are encouraged to call 1-877-542-SAFE if they have any information about bullying, dangerous behavior, drugs and alcohol, gangs, guns, sexual abuse, suicide threats, violence, vandalism, or other activities that create unsafe situations.

DRESS CODE

Students are expected to dress in a way that is conducive to a learning environment. Any dress that would not be acceptable in a professional work environment should not be worn in school.

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is **deemed disruptive or potentially disruptive** to the classroom environment or the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. If the student cannot promptly obtain appropriate clothing, the student shall remain in the administrative office until appropriate clothing can be obtained. In some cases, the school can provide a loaner t-shirt or seats.

Repeated violations of the district dress code will lead to further disciplinary action as outlined in the school discipline code.

DRESS CODE UNACCEPTABLE ITEMS

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school property, or at school activities.:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
2. Sunglasses, hats, sweatbands, bandanas worn inside the building during school hours
3. Inappropriately sheer, tight or low cut clothing (i.e., midriffs, halter tops, backless clothing, muscle tops, tube tops, jeans with holes above the fingertips, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts. Pants may not expose skin above the fingertips.
4. Tank Tops or other similar clothing with straps narrower than the width of a dollar bill.
5. Sagging or wearing pants below the waist and/or in a manner that allows underwear or bare skin to show, or the wearing of excessively baggy pants with low hanging crotches are prohibited. Belt ends may not hang down more than 2 inches.
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (ex., Studded belts, chains, spikes, handcuffs).
7. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
    a. Refer to drugs, tobacco, alcohol, or weapons
    b. Are of a sexual nature
    c. By virtue of color, arrangement, trademark, or other attributes denote membership in gangs which advocate drug use, violence, or disruptive behavior
    d. Are obscene, profane, vulgar, lewd, offensive, or legally libelous
    e. Threaten the safety or welfare of any person
    f. Promote any activity prohibited by the student code of conduct
    g. Otherwise disrupts the teaching-learning process

Clothing for special occasions must be prior approved with the principal (i.e., spirit days). Building principles, in conjunction with the school improvement committee, may develop and adopt school-specific dress codes that are consistent with this policy. Appropriate clothing may be worn in physical education class. Clothing normally worn when participating in school-sponsored extracurricular or sports activities may be worn to school when approved by the sponsor or coach. The responsibility to interpret and enforce the policy rests with the Principal and Assistant Principal.

STUDENT HEALTH AND IMMUNIZATIONS

MEDICATION

Medication may be administered to students at school following these guidelines:

1. Medication must be provided by the parents
2. Medication must be brought to school in the original pharmacy labeled container
3. Medication administration form must be filled out and signed by parent AND physician, for prescriptions / non-prescription medication to be administered at school.

Any student with allergies will have a care plan stating the plan of action if an allergy occurs while at school. Staff will be informed of student allergies as needed. Any allergy medication required for a student must be provided by the parent, and the medication form must be filled out and signed by the parent and physician.

IMMUNIZATIONS
All students are required to have their immunizations up to date according to current guidelines set by the Colorado Department of Public Health. These guidelines can also be found on the district web page.

VISION AND HEARING SCREENINGS
Vision and hearing screening will take place annually or upon request by parent or teacher/administration. These screenings will be administered by the school nurse, and students will be referred for vision and hearing as needed.

STUDENT INSURANCE
The school shall make activity and school-time insurance available for students to purchase. Information regarding such coverage shall be available from the school. The school, however, is not an agent for the insurance company and has no liability as such.

SAFETY

We are committed to providing a safe, secure, and supportive environment where all students can learn and thrive.

SCHOOL RESOURCE OFFICER(S) (SRO)
Our School Resource Officer (SRO) program is a proactive partnership funded by the Conejos County Sheriff's Department and shared between the three school districts in the county. The SRO works closely with our school and district staff to support safety, provide guidance, and respond to potential concerns before they escalate. As a member of the local emergency response team, the SRO helps coordinate drills and preparedness efforts. Their presence fosters trust, builds positive relationships with students, and strengthens the connection between law enforcement and our school community. The SRO also shares monthly newsletters with families, offering safety tips, updates, and helpful information to keep everyone informed and engaged.

FIRE DRILLS
Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Each classroom has an emergency exit procedure posted, and each teacher has been trained in fire drill procedures.

LOCK-DOWN PROCEDURES
Lockdown drills will be held occasionally as outlined in the district crisis management plan. A detailed explanation of the Standard Response Protocol (SRP) is provided at the end of the handbook.

- **Hold** – Students and staff remain in their classrooms to keep hallways clear while a situation is handled inside the building (e.g., a medical issue).
- **Secure** – The school secures the building perimeter due to a potential threat outside; learning continues inside as usual.
- **Lockdown** – All students and staff stay quiet and hidden in locked rooms due to a threat inside the building.
- **Evacuate** – Students and staff leave the building quickly and safely to a designated location due to a potential danger.
- **Shelter** – Everyone takes shelter in a safe location inside the building and follows specific safety instructions for hazards like severe weather or chemical spills.

The fire drill/lockdown procedures will be recognized by designated signals. Teachers will discuss with students the important factors which are to be recognized during an emergency drill of this type and the exit routes to be taken from each classroom. An exit plan is posted in each room.

PROTOCOLS AND REFERENCE MATERIALS

PERSONAL TOYS, VALUABLES, ELECTRONIC DEVICES, CELL PHONES

Personal toys, valuables, and electronic devices (cell phones, tablets, personal stereos, games, walkie talkies, smart watches-on/off school mode, etc) are not allowed at school. These items will be confiscated by school personnel and placed in the office if seen. The school will not be responsible for any loss or damage to students' personal property. If your child brings a cell phone, tablet, smart watch, or other electronic device to school, they must bring it to the office to be stored for the day. It is the student's responsibility to retrieve the device at the close of school. Students are not allowed to use phones/smart watches on school grounds after the first bus arrives at 7:20 AM and before the last bus leaves at the end of the day, or 4:15 PM.

Your child may bring special items for scheduled show-and-tell with the permission of the teacher. No electronic devices will be allowed.

LOST AND FOUND

Lost items are placed in a designated area, and children should check it to claim their belongings. All items should be marked with the student's name. If items are not claimed after a reasonable period of time they will be donated to a charitable organization.

HOMEWORK

Homework is intended to reinforce skills that have already been taught in class and should never introduce new learning. It provides students with meaningful practice and helps build responsibility. Assignments should not take an excessive amount of time and are designed to be manageable for elementary students. However, students who do not use their class time wisely or do not complete assignments during the school day may be required to finish work at home. Each teacher will communicate their specific homework expectations, as classroom policies may vary.

SCHOOL PICTURES

Individual student pictures will be scheduled for early fall. Information packets will be emailed home to parents. Group pictures will be held in the spring. A date will be announced when available. Please read your monthly newsletters for information.

FIELD TRIPS

While not required by policy, some classes may take educational field trips during the year. Students must have parental permission and meet any requirements to participate. Only enrolled students may ride the bus. Field trip privileges may be revoked due to inappropriate behavior or failure to follow school rules.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for any lost/excessively damaged textbooks or library books that have been issued/checked out to them. Students will be required to pay for books that are lost or excessively damaged. Report cards, promotion to the next grade, and access to school records may be withheld until payment is received.

CHROMEBOOKS
Chromebooks will be available for students at school. We will not check out Chromebooks for students to take home, but we can work with families who may like this as an option. Students are required to abide by the technology agreement and are responsible for any damage to the device within their care.

STUDENT GIFTS
While we understand the excitement of celebrating special occasions, we kindly ask that gifts such as balloons, flowers, candy, or other deliveries not be sent to school for students. These items can be distracting during the school day and are often difficult to store and transport.

If gifts are delivered, they will not be given to the student until after dismissal at 4:00 PM. While we will do our best to notify the student and hold items safely, please understand that the school is not responsible for ensuring deliveries are received or sent home, as our priority is the supervision and operation of a busy school day.

OUTSIDE FOOD
To ensure the safety and well-being of all students, outside food items that are not in their original, sealed packaging will not be permitted on campus. This includes homemade treats such as cupcakes for birthdays. Parents who wish to provide birthday treats may bring store-bought items that are pre-packaged and sealed. Additionally, the sale of food items is not allowed at school.

PARENT-TEACHER ORGANIZATION (PTO)
Our PTO supports students and staff through events, fundraisers, and volunteer efforts. All families are welcome to join and participate. To get involved, contact a PTO member.

DISTRICT POLICIES
This handbook does not include all District Policies. By signing, you acknowledge and agree to follow all District Policies for the academic year. Full policies can be found at www.northconejos.com.

FAMILY RIGHTS AND PRIVACY
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18n or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect or review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Student records may be released without the consent of parents to officials of other school districts to which the student seeks or intends to enroll upon the written request of those districts.

NON-DISCRIMINATION

The North Conejos School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, marital status, or disabilities in its activities, programs, or employment practices as required by Title VI, Title IX, ADA, and Section 504.

For information regarding civil rights or grievance procedures, please contact:

Superintendent of Schools
North Conejos Schools
PO Box 72, La Jara, CO 81140
719-274-5174

Office of Civil Rights
US Department of Education
1961 Stout Street, Denver, CO 80294
(303) 844-2991

Office of Civil Rights
US Department of Education
1961 Stout Street, Denver, Co 80294

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;
Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Parent and Child Statement of Understanding

After reading and discussing this handbook with your child, remove this page from the handbook. Please sign and date this page and return it with your child's packet of signed forms. Keep the handbook at home to refer to when you have questions.

Thank you,
La Jara Elementary School
Manassa Elementary School

I have read and discussed the guidelines and policies within the Student and Family Handbook with my child. He/She understands the rules listed in this handbook and agrees to abide by them.

_____ _____
Parent/Guardian Signature Date

_____ _____
Student Signature Date

CALENDAR OF ACTIVITIES 2025-2026

July 31	School Office Opens
August 5-7&11	Teacher Floating Workday
August 11	New Teacher In-Service
August 11	Meet the Teacher
August 12	All Staff In-Service
August 13	First Day of School
September 1	No School - Labor Day
September 15,17	Parent Teacher Conferences (Mon, Wed) *Progress Reports
October 4	Teacher In-Service
October 16	End of Qtr 1
October 13	Progress Reports
November 24-27	No School -Thanksgiving Break
December 12	Teacher Work Day
December 18	End of Qtr 2/ Semester 1
January 5	Students and Staff Back
January 16	Teacher Work Day/In-Service
February 2, 4	Parent Teacher Conferences (Mon., Wed.) *Progress Reports
February 27	Teacher work Day
March 12	End of Qtr. 3
March 16-19	Spring Break- No School
April 23	Progress Reports
May 22	Last day of School End of 4th Qtr/Semester 2
May 23	Graduation at CHS gym 10 am